



JOB OPPORTUNITY

Accountant Trainee 3,027-3,505

Accounting Unit/Financial Management Branch/Administration Division

Under the close supervision of the Accounting Administrator I, the Accountant Trainee is responsible for payment of invoices through the PeopleSoft financial system in the Accounts Payable Section of the DTS Accounting Office. Specific responsibilities include overseeing the entire payment process on a variety of invoices, working with mainframe and personal computer systems, and conducting research to ensure the validity of invoices. Works closely with internal/external customers, administration staff, and control agencies.

Essential Functions:

- Prepare, input and monitor transactions of average difficulty into PeopleSoft Financials – Accounts Payable module.
- Perform analysis and verification of accounts, records and various financial reports to determine that all statutory and legal requirements have been satisfied.
- Verify accuracy of documents based on audit, analysis and research.
- Research and analyze accounting records within PeopleSoft and other legacy systems to identify erroneous postings and perform necessary corrective action.
- Provide prompt response and customer service to vendors and departmental personnel in regard to accounts payable and expenditure data.
- Perform duties, research and special assignments directly related to the operations of the section including payment dispute letters, encumbrance and account reconciliations, and vendor statements

Desirable Qualifications:

- Accounts payable experience
- Knowledge of PeopleSoft accounting system
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Knowledge of governmental accounting policies, guidelines and regulations
- Knowledge of personal computer and programs
- Ability to work independently and with others in a team environment
- Ability to conduct research, perform analysis and make logical conclusions
- Ability to interact with all levels of staff and customers
- Ability to work on multiple tasks
- Excellent oral and written communication skills
- Good attendance and maintain a good attendance record
- Be dependable and meet goals

Applications will be accepted only from individuals currently at the Accountant Trainee level, or applicants who have transfer or promotional eligibility. Applications will be screened based on desired qualifications, and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. **Final File Date: Until Filled.** Interested applicants must submit a State application to:

DEPARTMENT OF TECHNOLOGY SERVICES

P.O. Box 168025

Sacramento, CA 95816

Attn: Sheila Lopez/06-052

916-454-8114

It is the objective of the State of California to achieve a drug-free state work place, any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

Telephone Relay Service for the deaf or hearing impaired: TDD Phone (800) 735-2929; Voice Phone (800) 735-2922

THE DEPARTMENT OF TECHNOLOGY SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER

"Equal employment opportunity to all regardless of sex, race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation."